Appendix 1 Responsibility Matrix and Definitions

STATE OF MONTANA EMERGENCY COORDINATION PLAN AGENCY RESPONSIBILITY MATRIX

L = Lead Agency

▲ = Support Agency

TBD - To Be Determined

ALTERNATION DE LA CONTRACTION	AGENCIES	
Judicial Branch Environmental Quality Disaster & Emergency Services Corrections Commerce Agriculture Aeronautics Administration Governor's Office	ntana Historiontana Fish, Witana Fish, Witary Affairs estock estock jislative Bran joor & Industry stice	University System Transportation Secretary of State Revenue Public Service Regulation Public Health & Human Services Office of Public Instruction Natural Resources & Conservati Montana State Library Montana State Fund Montana State Auditor

								FL	JNO	CT	101	A	LC	AF	PAI	BIL	ITI.	ES					1		
Coordination	L	A	A	A		L	A	A	A		A	A	A	A		A					A	A	A	A	A
Financial Management	L	A	A	A																					
Public Information	L		A																						
Communications						L																			
Warning						L																			
Damage Assessment						L															L				
Donations Management		Г				L															L				
Individual Assistance					ا پاره									NOTE:											KIL
Shelter/Immediate Needs						L																			
Food Distribution													B								L				L
Animal Rescue						L																			L
Public Health/Safety		300											100 miles				T X								
Health, Medical & Mortuary																					L				
Safety Pharmaceutical Stocknile						L				-															L
Pharmaceutical Stockpile											(s	up	por	rt a	ge	nc	ies	TE	3D)	L				L
Technical Assistance						L																			
Transportation																								L	

	E						IN	CI	DE	NT	SF	PEC	CIF	IC	CC	OOI	RD	IN	ATI	10	1			
Animal Disease	Г			Π		Π	A					L		L										
Dam Failure																			L					
Drought	L																							
Energy Crisis							L																	
Fire				Г						+									L					
Hazmat						L																		
Human Disease											(sı	upp	oor	t a	ge	nci	es	TE	BD)		L			
Law Enforcement									L															
Terrorism/WMD						L					(sı	upp	oor	t a	ge	nci	es	TE	BD)					
Other Disasters (EQ, Fld, etc.)		A	A	A		L																		

	RECOVERY IMPLEMENTATION PLANS																			
Continuity of Government	L										A			A			A			
Human Service Programs						L														
Mitigation Assistance						L							A							
Public Assistance						L														

RESPONSIBILITY MATRIX DEFINITIONS

FUNCTIONAL CAPABILITIES

COORDINATION: COORDINATE STATE GOVERNMENT'S EFFORTS TO EFFECTIVELY AND EFFICIENTLY RESPOND TO AND RECOVER FROM EMERGENCIES OR DISASTERS.

Financial Management: Coordinate and implement the necessary processes to document eligible expenditures and request reimbursement.

Public Information: Provide an efficient and effective information system that disseminates consistent and credible emergency- or disaster-related information to the public.

COMMUNICATIONS: COORDINATE THE USE OF AVAILABLE COMMUNICATION SYSTEMS TO SUPPORT EFFICIENT MANAGEMENT OF EMERGENCY/DISASTER RESPONSE.

Warning: Provide for efficient government-to-government notification.

DAMAGE ASSESSMENT: PROVIDE FOR A SYSTEM TO ASSEMBLE AND ASSESS THE PERTINENT INFORMATION THAT DETAILS THE DAMAGES CAUSED BY AN EMERGENCY OR DISASTER.

DONATIONS MANAGEMENT: ESTABLISHES A SYSTEM TO MANAGE GOODS OR SERVICES THAT MAY BE DONATED DURING AN EMERGENCY OR DISASTER.

INDIVIDUAL ASSISTANCE: COORDINATE THE DELIVERY OF IMMEDIATE SERVICES TO THOSE AFFECTED BY AN EMERGENCY OR DISASTER.

Shelter/Immediate Needs: Coordinate with the applicable agencies to meet the immediate needs of those affected to include food, shelter and clothing.

Food Distribution: Coordinate the delivery of emergency food supplies when normal supply systems are rendered dysfunctional and the immediate needs of the public cannot be met.

Animal Rescue: Coordinate with the applicable agencies to provide for the rescue, movement and sheltering of small and large animals.

PUBLIC HEALTH/SAFETY: PROVIDE FOR THE PROTECTION OF LIFE, PROPERTY AND THE MAINTENANCE OF LAW AND ORDER DURING AN EMERGENCY OR DISASTER SITUATION.

Health, Medical, Mortuary: Develop the systems and processes to provide the necessary assistance with regard to critical health, medical and mortuary issues.

Safety: Develop the necessary systems to provide for the continuous provision of public safety (i.e., evacuations, debris removal, search/rescue, & etc.

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Pharmaceutical Stockpile: Coordinate the distribution of "The National Pharmaceutical Stockpile (NPS)" which consists of medical material pre-positioned to aid state/local emergency response authorities whose jurisdiction becomes the target of terrorism using biological and/or chemical weapons.

TECHNICAL ASSISTANCE: OUTLINES THE TECHNICAL ASSISTANCE THAT WILL BE AVAILABLE FROM STATE AGENCIES TO THOSE ENTITIES AFFECTED BY THE EMERGENCY OR DISASTER.

TRANSPORTATION: DEVELOP THE ABILITY TO MAINTAIN THE OPERABILITY OF THE TRANSPORTATION SYSTEMS WITHIHN THE STATE (AIR, RAIL AND HIGHWAYS)

INCIDENT SPECIFIC COORDINATION

ANIMAL DISEASE: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO THE SYSTEMS AND PARAMETERS FOR DEALING WITH ANIMAL DISEASE OUTBREAKS WHETHER THEY BE FOREIGN OR DOMESTIC IN NATURE.

DAM FAILURE: COORDINATE STATE AGENCY RESPONSE TO POTENTIAL OR IMMINENT DAM SAFETY OR FAILURE SITUATIONS.

DROUGHT: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO DROUGHT SITUATIONS.

ENERGY CRISIS: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO ENERGY CRISIS SITUATIONS.

FIRE: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO SUPPRESSING ANY TYPE OF FIRE.

HAZMAT: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO HAZARDOUS MATERIAL SITUATIONS, TO INCLUDE SPILLS, BIOLOGICAL OR RADIOLOGICAL INCIDENTS.

HUMAN DISEASE: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO THE SYSTEMS AND PARAMETERS FOR DEALING WITH DISEASE OUTBREAKS SUCH AS EPIDEMIC AND PANDEMIC SITUATIONS.

LAW ENFORCEMENT: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO INCIDENTS OF A CRIMINAL NATURE, POSITIONING LAW ENFORCEMENT ISSUES AS THE PRIMARY CONCERN.

TERRORISM/WMD: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO TERRORISM OR WEAPONS OF MASS DESTRUCTION EVENTS.

OTHER DISASTERS (Earthquake, Flood, Tornado & etc.): COORDINATE STATE AGENCY RESPONSE WITH REGARD TO OTHER TYPES OF DISASTERS.

RECOVERY IMPLEMENTATION PLANS

CONTINUITY OF STATE GOVERNMENT: PROVIDE FOR THE CONTINUANCE OF CRITICAL STATE GOVERNMENT FUNCTIONS AND SERVICES DURING EMERGENCY OR DISASTER SITUATIONS.

HUMAN SERVICE PROGRAMS: PROVIDE FOR THE COORDINATION AND DELIVERY OF ASSISTANCE AVAILABLE TO INDIVIDUALS AND BUSINESSES AFFECTED BY AN INCIDENT, EMERGENCY OR DISASTER.

MITIGATION ASSISTANCE: PROVIDE FOR THE COORDINATION AND DELIVERY OF PRE- AND POST-DISASTER MITIGATION PROGRAM OPPORTUNITIES.

PUBLIC ASSISTANCE: PROVIDE FOR THE COORDINATION AND DELIVERY OF ASSISTANCE THROUGH THE GOVERNOR'S DISASTER AND EMERGENCY FUND OR AVAILABLE FEDERAL PROGRAMS TO ELIGIBLE ENTITIES SUFFERING DAMAGE TO THEIR INFRASTRUCTURE.

Appendix 2

Emergency/Disaster Declarations

EMERGENCY/DISASTER DECLARATIONS

The purpose of this section is to assist local governments with emergency or disaster declarations. The following material addresses declarations at the local, state and federal levels.

When submitting declaration requests it is important to note:

- 1. The state and federal programs referenced in this section are the ones most commonly activated, but are not the only sources of assistance. Before deciding which type of assistance to request, contact MT DES to determine the appropriate program; DES staff members are current on programs, eligibility requirements and guidelines.
- 2. A copy of all state and federal declaration requests must be sent to MT DES; they coordinate the processing of these documents on behalf of the Governor.

LOCAL DECLARATIONS

At the onset of any incident, the local jurisdiction should strongly consider declaring an emergency or disaster (see Attachments 1 & 2 for declaration resolution examples). A declaration early on activates the jurisdiction's Emergency Operations Plan and opens the door to additional authority not available otherwise (see TAB I, 10-3-406). The local jurisdiction does not have to, but may, levy up to the 2 mills (10-3-405) during this process to cover incident expenses.

Care should be taken when drafting the declaration resolutions in specifying whether an emergency or disaster is being declared, because state law defines the two terms differently, and they are often confused and used interchangeably. The following definitions apply:

Emergency – the imminent threat of disaster causing immediate peril to life or property, which timely action can avert or minimize.

<u>Disaster</u> – the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including tornadoes, windstorms, snowstorms, wind-driven water, high water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, or air or water contamination requiring emergency action to avert danger or damage, blight, droughts, infestations, riots, sabotage, hostile military or paramilitary action, disruption of state services, or accidents involving radiation by-products or other hazardous materials.

Attachment 7 is an example of the letter which must be submitted to the Governor by the commissioners to activate the process for obtaining a Secretarial drought designation; completion of the process may take up to six months. The commissioners are not required to include a local declaration resolution with their request letter, and the 2 mills is not a consideration in this case. MT DES will coordinate the designation request on behalf of the commissioners. They will facilitate the Governor's request to the United States Department of Agriculture to initiate the process and coordinate the Governor's final request to the Secretary of Agriculture.

TAB F - 1

February 14, 1994 R:3/08 AP 2 - 1 Attachment 8 is a flow-chart of the process involved in obtaining a drought designation from the Secretary of Agriculture.

Along with initiating the designation process, commissioners should strongly consider forming a Local Drought Advisory Committee. The purpose of the committee is to deal with local issues and try to mitigate the impact of the impending drought situation.

Presidential

Assistance under a Presidential declaration is activated according to Public Law 93-288 (as amended by PL 100-707, Stafford Act). Several types of assistance, including individual and public, may be available depending on the severity and magnitude of the situation.

Attachment 9 is an example of the request which must be submitted to the Governor by the commissioners requesting the declaration. The request should contain specifics on the severity or magnitude of the damage; number of people, homes, businesses, facilities, etc. that are affected, and indicate that the local government has committed all available resources. The accompanying local declaration resolution does not have to, but may, include the levying of two mills (see Attachments 1-4 for resolution examples). If the two mills have not been levied, the levying may be required at a later date depending on the arrangements for matching funds.

TABF-2

MUNICIPAL DECLARATION RESOLUTION

RESOLUTION	NO.	
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WHEREAS, (type of occurrence: earthquake, flooding, winter storm, etc.) has occurred or is anticipated within the City of (name of city) on or about (date of occurrence or anticipated occurrence).
NOW, THEREFORE, BE IT RESOLVED by the City Council that an $(emergency / disaster)$ is hereby declared pursuant to Section $10-3-(402 \text{ or } 403)$ MCA and all provisions of the City Emergency Operations Plan are in effect.
BE IT FURTHER RESOLVED, that copies of this resolution be filed with the City Clerk and the Montana Disaster and Emergency Services Division in Helena.
PASSED AND ADOPTED by the (name of city) City Council this day of, 20
Mayor
(SEAL)
ATTEST:
City Clerk

COUNTY DECLARATION RESOLUTION

RESOLUTION NO.	
WHEREAS, (type of occurrence: storm, etc.) has occurred or is and (name of county) on or about anticipated occurrence).	cicipated within the County of
NOW, THEREFORE, BE IT RESOLVED that an <u>(emergency / disaster)</u> is Section 10-3-(402 or 403) MCA and a Emergency Operations Plan are in expenses.	hereby declared pursuant to all provisions of the County
BE IT FURTHER RESOLVED, that of filed with the County Clerk and Rec Disaster and Emergency Services Div	corder and the Montana
PASSED AND ADOPTED by the (name of county) Board of day of, 20
	Chairman
(SEAL)	Commissioner
ATTEST:	
	Commissioner
Clerk and Recorder	

MUNICIPAL DECLARATION RESOLUTION
RESOLUTION NO
WHEREAS, (type of occurrence: flooding, snowstorm, tornado etc.) has caused severe damage to (type of damage: streets, bridges, public buildings, etc.) within the City on (date damage occurred or began); and
WHEREAS, restoration of these ($\underline{services\ and/or\ facilities}$) is essential to ensure the health, safety and welfare of residents of the city; and
WHEREAS, the City has committed all available resources, taken all possible action to combat and to alleviate the situation, and local resources are not adequate to cope with the situation.
NOW, THEREFORE, BE IT RESOLVED by the City Council that an $\frac{(emergency\ /\ disaster)}{10-3-(402\ or\ 403)}$ MCA because expenditures for repair and damaged facilities will be beyond the financial capability of the City.
BE IT FURTHER RESOLVED, that there shall be appropriated immediately to the Emergency/Disaster Fund an amount equivalent to two (2) mills on the taxable valuation of the City pursuant to Section 10-3-405, MCA. Said two (2) mills will be levied during fiscal year (<u>the next Fiscal Year</u>) and be utilized for restoring services and repairing facilities damaged by the (<u>type of occurrence: flooding, snowstorm, tornado, etc.</u>).
BE IT FURTHER RESOLVED, that copies of this resolution be filed with the City Clerk, County Assessor and the Montana Disaster and Emergency Services Division in Helena.
PASSED AND ADOPTED by the <u>(name of city)</u> City Council this day of, 20
(SEAL)

City Clerk

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ATTEST:

COUNTY DECLARATION RESOLUTION RESOLUTION NO. _____

	WHERE	AS, (t	уре	of c	occu.	rren	ce:	floc	oding	g, snows	stor	m, to	rnado
etc.)	has o	caused	l sev	rere	dam	age 1	to	(type	of c	damage:	ro	ads,	
bridg	es, pi	ublic	buil	lding	gs,	etc.) w	ithin	the	County	on	(date	_
damaq	re occi	ırred	or k	pegar	1);	and							

WHEREAS, restoration of these (<u>services and/or facilities</u>) is essential to ensure the health, safety and welfare of residents of the county; and

WHEREAS, the County has committed all available resources, taken all possible action to combat and to alleviate the situation and local resources are not adequate to cope with the situation.

NOW, THEREFORE, BE IT RESOLVED by the City Council that an (emergency / disaster) is hereby declared pursuant to Section $10-3-(\underline{402\ or\ 403})$ MCA because expenditures for repair and damaged facilities will be beyond the financial capability of the County.

BE IT FURTHER RESOLVED, that there shall be appropriated immediately to the Emergency/Disaster Fund an amount equivalent to two (2) mills on the taxable valuation of the County outside the incorporated municipalities, pursuant to Section 10-3-405, MCA. Said two (2) mills will be levied during fiscal year (the next Fiscal Year) and be utilized for restoring services and repairing facilities damaged by the (type of occurrence: flooding, snowstorm, tornado, etc.).

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the County Clerk and Recorder, County Assessor and the Montana Disaster and Emergency Services Division in Helena.

PASSED AND ADOPTED by the	(name of county) Board of
County Commissioners this	day of, 20
	Chairman
(SEAL)	
	Commissioner
ATTEST:	
	Commissioner
Clerk and Recorder	

February 14, 1994

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LOCAL DECLARATION REQUEST TO GOVERNOR (Make sure you forward a copy of this document to MT DES immediately)

(Date)	
The Honorable	
Governor of Montana	
State Capitol	
Helena, Montana 59	620
Dear Governor	

Pursuant to our authority as the <u>city council or county commissioners</u> of <u>city or county</u>, Montana, we request that an emergency/disaster be declared immediately to provide supplemental disaster relief in accordance with the provisions of Title 10, Chapter 3, Section 311 MCA.

1. SITUATION

a. Date and description of conditions causing emergency/disaster.

Beginning May 15, 1993, heavy rain began falling with 6" recorded by May 20, 1993. The rain, warming temperatures and rapid snowmelt in the higher elevations caused rivers and streams to leave their channels and flood adjacent lowland areas.

b. Description of damages to public sector. (If appropriate)

Preliminary damage assessments indicate widespread damage to county roads. An estimated 25 county roads are impassable due to flood damage. Three rural communities are completely isolated at this time, and two others are accessible only through long detours.

c. Description of damages to private sector. (If appropriate)

Farm and ranch damages are extensive, with livestock losses especially heavy. It is estimated that 100 farm or ranch families are isolated because of loss of road access. In addition to damage in the communities of Brownsville, Golden, Brockport, Park City and Willis, 125 families were evacuated.

d. Description of economic impact. (If appropriate)

Immediate economic impact is apparent; a major employer, M&M Manufacturing that employs 250 people at their plant in Brownsville, has ceased operations since supply and delivery problems, as well as employee absenteeism, preclude normal operations. The company anticipates return to full production in 30-40 days.

2. OFFICIAL ACTION

- a. A local (emergency/disaster) has been declared and the emergency two (2) mill levy authorized by Section 10-3-405, MCA, has been levied. A copy of the signed resolution is attached.
- b. Other actions taken.

The local health officer has issued a boil order for all drinking water due to possible contamination. Also, the sheriff's posse was activated, and they assisted in the evacuation of Willis.

3. DAMAGE ESTIMATES

a.	Debris Clearance	\$_	5,000.00
b.	Protective Measures	\$	2,500.00
C.	Road Systems	\$_	262,500.00
d.	Water Control Facilities	\$	
e.	Public Buildings and Related Equipment	\$	
f.	Public Utilities	\$	
g.	Public Facilities Under Construction	\$	
h.	Other Damages (Not in above categories)	\$	
TOT	AL ESTIMATED DAMAGES:	\$	270,000.00

4. LOCAL RESOURCES

ESTIMATED	
Cash balance as of June 30, 19	\$ 120,687.00
Receipts from two mill emergency levy	\$ 34,161.00
Receipts from maximum permissive levy and Other anticipated revenues	\$ 459,778.00
SUBTOTAL	\$ 614,626.00

Names of Funds or Accounts Involved: (Road)

	Less regular operating budget for	or cur	rent year	\$	560,912.00
	SUBTOTAL			\$	53,714.00
	Less cash reserved - current year	ar		\$_	10,000.00
BALAN	ICE AVAILABLE FOR EMERGENCY RESPO	NSE:		\$_	43,714.00
5.	ASSISTANCE REQUIRED				
	Total damage estimated (from No	. 3)		\$_	270,000.00
	Less estimated balance available to emergency(from No. 4)	e to r	espond	\$	43,714.00
ESTIM	MATED ASSISTANCE REQUIRED:			\$_	226,286.00
Date:		By:	(Title of		rd or Council) Mayor)
(SEAL	- ,		(Member)		
ATTES	ST: Ck and Recorder or City Clerk)	_			
CIEL	in and recorder or erely electy				

cc: Montana Disaster and Emergency Services Division P.O. Box 4789
Helena, Montana 59604-4789

Appendix 3 Acronyms and Definitions

Acronyms and Definitions

DES – Disaster and Emergency Services

Disaster – the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, to include tornadoes, windstorms, snowstorms, wind-driven water, high water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, air/water contamination requiring emergency action to avert danger or damage, blight, drought, infestations, riots, sabotage, hostile military or paramilitary action, disruption of state services, or accidents involving radiation byproducts or other hazardous materials.

DNRC – Department of Natural Resources and Conservation

Duty Officer – Individual assigned the responsibility to remain in communications contact outside normal office hours. The duty officer will remain in proximity to a phone and initiate an emergency response if the need arises.

Emergency – the imminent threat of disaster causing immediate peril to life or property which timely action can avert or minimize.

EMAC (Emergency Management Assistance Compact) – Organization of states to allow interstate assistance in support of emergency incidents.

EOC – Emergency Operations Center

Expanded Dispatch – Dispatch organization formed to provide logistics support to a large scale emergency incident(s). Expanded dispatch is usually established and supervised by a zone dispatch center.

ICS (Incident Command System) – Method of organizing to manage large scale emergency incidents.

Interagency – Term used by federal wildfire suppression agencies to describe cooperation between the USDA – Forest Service and USDI – Bureau of Land Management. The interpretation used here is to describe the cooperation between all federal, state, and local wildfire suppression agencies.

Interagency Incident Business Management Handbook – Manual to establish the uniform application of interagency policies, guidelines, and business management rules except where specific agency legal mandates, policies, rules, or regulations direct otherwise.

First Responder – the first emergency response individual resource to arrive at an incident scene. In ICS, the first responder is the initial incident commander.

FHA – Farm Home Administration

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Line Officer – DNRC Area or Unit Manager, DNRC Director, or DNRC Division Administrator.

MAC (Multi-Agency Coordinating Group) – Organization made up of senior officials formed by cooperating wildfire agencies during periods of large scale wildfire activity. This group establishes priorities and oversees the operation of coordination center, area command, and incident command organizations.

Mutual Aid – A fire suppression strategy in which organizations operate outside their jurisdiction to assist and support the jurisdiction hosting the incident.

NRCG (Northern Rockies Coordinating Group) – Organization made up of senior members of wildfire management agencies to oversee interagency wildfire suppression operations in the Northern Rockies geographic area.

NRCC (Northern Rockies Coordination Center) – One of 11 wildfire coordination centers operating in the United States. The NRCC provides logistics support to large scale wildfire incidents.

Northern Rockies Geographic Area – North Idaho, Montana, & North Dakota.

Northern Rockies Mobilization Guide – Standard operating procedures governing the dispatch and mobilization of wildfire suppression resources in Montana, Idaho, and North Dakota; http://www.fs.fed.us/r1/fire/nrcc/guidesandplansindex.htm

Northwest Wildland Fire Compact – Mutual aid wildfire organization represented by Washington, Oregon, Alaska, Idaho, Montana, Alberta, British Columbia, and Yukon.

Responsibility Matrix - Table which lists each State of Montana government agency and allocates responsibility to perform certain functions during a disaster emergency.

ROSS, Resource Order and Status System – Computer program used to place requests for emergency resources; aircraft, equipment, crews, and personnel.

SBA – Small Business Administration

USDA – United States Department of Agriculture

USDI – United States Department of the Interior:

BLM – Bureau of Land Management BIA – Bureau of Indian Affairs NPS – National Park Service FWS – Fish and Wildlife Service

USFS – United States Forest Service

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Zone Dispatch Centers – Dispatch centers established to provide initial attack and logistics support to wildfire and other emergency incidents.

BDC – Billings Dispatch Center, Billings, Montana.

BRC – Bitterroot Dispatch Center, Hamilton, Montana

BZC – Bozeman Dispatch Center, Bozeman, Montana

CDC - Coeur d'Alene Dispatch Center, Coeur d'Alene, Idaho

CNC - ClearNez Dispatch Center, Grangeville, Idaho

DDC – Dillon Dispatch Center, Dillon, Montana

FDC – Flathead Dispatch Center, Kalispell, Montana

GDC - Great Falls Dispatch Center, Great Falls, Montana

HDC – Helena Dispatch Center, Helena, Montana

KDC - Kootenai Dispatch Center, Libby, Montana

LDC – Lewistown Dispatch Center, Lewistown, Montana

MCC -Miles City Dispatch Center, Miles City, Montana

MDC – Missoula Dispatch Center, Missoula, Montana

NDC - North Dakota Dispatch Center, Upham, North Dakota

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